



ATTENTION

All returning FDA Industry Systems— Account Management users

Effective July 25, 2015

The FDA Industry Systems (FIS) Online Account Administration (OAA) system has been revamped with a new look and feel to provide all users with the most convenient experience possible. While some of the more noticeable updates can be seen through general layouts and design, users will also notice that all the required information and processes remain the same. All OAA capabilities and account management features are still available under the new and improved format.

All users can continue to access OAA or any of the other FDA Unified Registration and Listing System (FURLS) modules from the FDA Industry Systems home page. Please feel free to contact the [FURLS Helpdesk](#) for further assistance with the updated OAA designs.

The sections below provide brief examples for the following capabilities/processes:

- [Logging In](#)
- [Create an Account](#)
- [Password Management](#)



Logging In

On the FIS login page, login to your existing OAA account by entering your Account ID and Password. If you do not have an OAA account, simply select the “Create New Account” button under the New User section.

Login

Existing account holders, enter your account ID & password.

Account ID

Password

Under 18 U.S.C. 1001, anyone who makes a materially false, fictitious, or fraudulent statement to the U.S. Government is subject to criminal penalties.

I understand.

[Login](#) [Forgot your password](#)

New User

[Create New Account](#)

[See Instructions](#) [See Tutorials](#) [Help Desk](#)

The screen captures displayed should be considered representative of the final changes. Depending on the application and FDA Center, different account information may be required.



Create an Account

After successfully logging in, select the system(s) you will need access to by selecting the appropriate Center.

Step 1: Select Applicable Center for Account Creation

- Center for Biological Evaluation & Research (Export Certification Application and Tracking)
- Center for Device and Radiological Health (Device Registration and Listing / Export Certification Application and Tracking)
- Center for Drug Evaluation & Research (Export Certification Application and Tracking)
- Center for Food Safety & Applied Nutrition (FFRM, FSMA, LACF, SEPRM, SFCN, NDIN, PNSI etc. / Certification Application Program)
- Center for Tobacco Products (Tobacco Registration and Product Listing)

Select the systems you will need to access

<p><u>Registration Programs</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Food Facility Registration<input checked="" type="checkbox"/> Acidified/Low-Acid Canned Foods Registration and Process Filing<input type="checkbox"/> Shell Eqq Producer Reqistration	<p><u>Export Certification and Tracking</u></p> <ul style="list-style-type: none"><input type="checkbox"/> Certificate Application Program <i>Includes Landfood, Seafood, Cosmetics, Food Additive, Food Contact Substances, Dietary Supplements, Infant Formula, Medical Foods, and Foods for Special Dietary Use.</i>
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Other FDA Systems

- Prior Notice System Interface

Then, provide all the required account information for the person in charge of the account (required fields vary depending on the system(s) chosen).

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U.S. Food and Drug Administration

Protecting and Promoting *Your* Health

Step 2: Enter Your Account Information

2A: Point of Contact Information	2C: Physical Address (Business) of Account Holder
First Name John	Country / Area UNITED STATES
Middle Initial (Optional) 	Address Line 1 555 Help File CT
Last Name / Surname Doe	Address Line 2 (Optional)
Job Title Manager	City Rockville
Company Name Company	State / Province / Territory Click here to select a State / Province / Territory Maryland
Phone Number Country: [] Area: 301 Phone Number: 5555555 Extension: []	Zip Code (Postal Code) 20852
Phone/FAX numbers have only numbers with no spaces, dashes, periods or parentheses. Country code is not required for US phone numbers.	Do you have preferred mailing address other than the physical address mentioned above? <input checked="" type="radio"/> Yes <input type="radio"/> No
FAX Number (Optional) Country: [] Area: [] Fax Number: []	2D: Preferred Mailing Address
E-mail Address help@files.com	Country / Area UNITED STATES
Confirm E-mail Address help@files.com	Address Line 1 123 Test Dr
2B: Account Information	Address Line 2 (Optional)
Password *****	City Rockville
Passwords must be at least 8 but not more than 32 characters, contain uppercase and lowercase letters, numbers and special characters (e.g., %, \$). You will need to remember your password to login in the future.	State / Province / Territory Click here to select a State / Province / Territory Maryland
Confirm Password *****	Zip Code (Postal Code) 20854
Secret Question 1 What color was your first car?	
Secret Answer 1 Blue	
Secret Question 2 What was your high school mascot?	
Secret Answer 2 Eagle	
Secret Question 3 What is your favorite food?	
Secret Answer 3 Everything	

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Password Management

Users may reset or change their account password if needed. To do so, simply follow the appropriate steps from the Login page (“Forgot your password”) or the FIS home page (“Change My Password”).

Forgot Password

Enter Account ID

Change My Password

Account ID com16906

Old Password

New Password

Passwords must be at least 8 but not more than 32 characters, contain uppercase and lowercase letters, numbers and special characters (e.g., %,\$).

Confirm Password

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